



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from: ALL PERSONS INTERESTED		
2	Job Classification PLANNER		
3	Posting Number PN# 109979		
4	Department PLANNING AND DEVELOPMENT		
5	Division DEVELOPMENT SERVICES		
6	Section		
7	Reporting Location 611 WALKER 6 TH FLOOR		
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*		
	*Subject to change		
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Provides staff support to the City of Houston Planning Commission. Conducts regulatory review of development proposals. Researches development activity, considers policy trends, and prepares recommendations in writing. Provides assistance to the public. Interacts directly with developers, engineers, surveyors and architects as well as officials in other City of Houston departments. May review and develop recommendations on mobile homes, cemeteries, junkyards, hazardous materials, hotel/motel, hazardous materials, tower and correctional facility applications. Makes presentations to the Planning Commission, city officials, other boards and agencies. Consults with organizations, developers, the business community and the public regarding development matters. Works in a team environment.		
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has discretion about walking, standing, etc.		
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Master's Degree in Urban Planning, Architecture, Civil Engineering, or a closely related field.		
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience is required. A Bachelor's Degree in Urban Planning, Architecture, Civil Engineering or closely related field and two (2) years of related experience may be substituted for the education requirement.		
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).		
14	<u>PREFERENCES</u> Experience working with the public, resolving problems, juggling multiple priorities, making public presentations, and working knowledge of ArcView GIS		
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None		
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug		
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The average salary range is: Salary Range - Pay Grade 16 \$1,242 - \$1,548 Biweekly \$32,292 - \$40,248 Annually		
18	<u>OPENING DATE</u> May 24, 2006		
19	<u>CLOSING DATE</u> Open Until Filled		
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD phone number is 713-837-9496. An equal opportunity employer		